



Affinity Group 3

November 29, 2016

- The University of Wisconsin Service Center will*
- *Serve...the people of the University of Wisconsin System*
 - *Collaborate...by being supportive and constructive*
 - *Act with Integrity...always and in all matters*

Agenda

- UAT
- Demo - Approving Payable Time in 9.2
- FLSA Update
- SSN WED Report
- Biweekly Unpaid Time as Calendar Year End Nears
- CYE Important Dates
- Institution Feedback
- December Calendar Review
- Questions
- Contact Us

User Acceptance Testing

- **Goals:**

- Verify that current HRS 9.0 users can perform their job functions in HRS 9.2 as appropriate
- Verify application security is set correctly for UAT testers
- Build confidence in the go-live by providing exposure to the HRS 9.2 system prior to cut-over
- Provide a level of comfort on the success level of Test Move 2 (TM2)

UAT Weekly Report

HRS 9.2 Upgrade UAT Weekly Report

Name:						
Institution:						
Date:	Validate Security Access	UAT-01 Hire Univ Staff	UAT-02 Hire Academic Staff	UAT-03 Self Service	UAT-04 Benefits Billing	UAT-05 Direct Retro
Underway						
Complete						
Pass	N/A					
Fail	N/A					

UAT Updates

- Favorites:
 - Favorites solution identified
 - Working through migration to QAT
- UAT – 003 Self Service Scripts Updated:
 - Steps in Absence Management corrected
 - KBs added
- ‘Save for Later’ Button in Absence Request:
 - Issue identified
 - Button will be removed as in version 9.0

UAT Calendar

December

2016

HRS 9.2 User Acceptance Testing

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
					Site Leaders return weekly testing results	
4	5	6	7	8	9	10
First nightly batch for 11A payroll	UAT Week 3 Complete University Staff Hire script – nightly batch 11A	AG UAT Check-In Nightly batch 11A	Nightly batch 11A	Final Calc and Confirm 11A	Site Leaders return weekly testing results Post confirm 11A	
11	12	13	14	15	16	17
First nightly batch for 11M payroll	UAT Week 4 Complete Academic Staff script – nightly batch 11M	AG UAT Check-In Nightly batch 11M	Nightly batch 11M	Final Calc and Confirm 11M	Site Leaders return weekly testing results Post confirm 11M	
18	19	20	21	22	23	24
		Site Leaders return all remaining test results UAT concludes				
25	26	27	28	29	30	31
	January 2017 TAM UAT					

Contact your Affinity Group

Phone – Email – Web Forms – Chat

<https://kb.wisc.edu/hrs/page.php?id=17960>

Contact AG Support via the telephone, email, chat, or our Web Form

AG Support phone numbers	AG Support email addresses	LiveChat & Webforms
<p>7:45 a.m. - 4:30 p.m 5 days a week (Mon-Fri)</p> <p>AG1: (888) 298-0141 (toll free) or (608) 262-0600</p> <p>AG2: (888) 298-0151(toll free) or (608) 262-0419</p> <p>AG3: (888) 298-4159 (toll free) or (608) 262-6093</p>	<p>7:45 a.m. - 4:30 p.m (Affinity Group Support Model) 5 days a week (Mon-Fri)</p> <p>AG1: ag1@uwsa.edu</p> <p>AG2: ag2@uwsa.edu</p> <p>AG3: ag3@uwsa.edu</p>	<p>7:45 a.m. - 4:30 p.m 5 days a week (Mon-Fri)</p> <p>Click here to chat with a support agent</p> <p>Use our web form to submit an incident</p>

Questions





Approving Payable Time in 9.2 Using Workflow

- The University of Wisconsin Service Center will*
- *Serve...the people of the University of Wisconsin System*
 - *Collaborate...by being supportive and constructive*
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Approving Payable Time in 9.2

HRS 9.2 will use **workflow** to identify approvers for an employee's payable time.



Workflow is currently being used in HRS 9.0 to identify approvers for absence requests...

Approving Payable Time in 9.2

Time Admin uses the employee's TL Security page to identify approvers...



dreamstime.com

Time Admin



Time Approver Information | Time Reporter Information

NEAL JEFFREY Empl ID: 001234567 Empl Record: 0

Find | View All First 1 of 1 Last

*Effective: 02/21/2016 Date: Sequence: 0

Business Unit: UWSYS Working Title: IS SPECIALIST CONF

Department: Y601000 Time Reporter Status: Active

Coordinators View All | First < 1-3 of 3 > Last

Payroll Coordinator			
001234567	JENNIFER SMITH		
001234567	KARA WEBBER ESTRADA		
001234567	ZOUA WOODS		

UW Approvers Personalize | Find | View All | First 1 of 1 Last

UW Approver	UW Approver Backup		
001234567	MICHAEL TWEEDT	001234567	BRADLEY HENNING

Non UW Approver:

Non UW Approver Backup:

Save Return to Search Notify Update/Display Include History Correct History



Approve Time

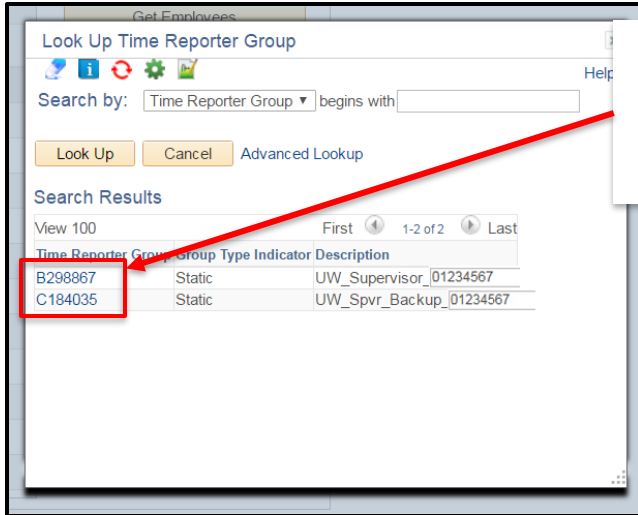


Submit Time

TL Security

Approving Payable Time in 9.2

What's not changing...



Approvers will continue to use their **Static Group IDs** to manage payable time needing approval...

Approving Payable Time in HRS 9.2 will continue to be done on the **Approve Payable Time** page...

Approve Payable Time

JEFFREY, SMITH
DOCUMENT PROD ASST

Start Date 11/13/2016
End Date 11/26/2016

Approval Details

Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Adjust Reported Time
<input type="checkbox"/>	11/14/2016	REG00	Needs Approval	8.00	Hours	<input type="text"/>	Adjust Reported Time
<input type="checkbox"/>	11/15/2016	REG00	Needs Approval	8.00	Hours	<input type="text"/>	Adjust Reported Time
<input type="checkbox"/>	11/16/2016	REG00	Needs Approval	8.00	Hours	<input type="text"/>	Adjust Reported Time
<input type="checkbox"/>	11/17/2016	REG00	Needs Approval	8.00	Hours	<input type="text"/>	Adjust Reported Time

Approve Payable Time

Approving Payable Time in 9.2

What's not changing...

Time Approver Information | Time Reporter Information

NEAL JEFFREY Empl ID: 001234567 Empl Record: 0

*Effective: 02/21/2016 Date: Sequence: 0

Business Unit: UWSYS Working Title: IS SPECIALIST CONF

Department: Y601000 Time Reporter Status: Active

Coordinators View All | First | 1 of 3 | Last

Payroll Coordinator		
001234567 JENNIFER SMITH	+	-
001234567 KARA WEBBER ESTRADA	+	-
001234567 ZOUA WOODS	+	-

UW Approvers Personalize | Find | View All | First | 1 of 1 | Last

UW Approver	UW Approver Backup	
001234567 MICHAEL TWEEDT	001234567 BRADLEY HENNING	+

Non UW Approver:

Non UW Approver Backup:

Save Return to Search Notify Update/Display Include Hi

*Workflow uses the current approvers on the employee's **TL Security page** to route payable time for approval...*

Timely and appropriate approval of payable time is dependent on keeping employee's TL Security pages up to date...

TL Security Page

Approving Payable Time in 9.2

Updates to the TL Security page will only impact an employee's future payable time being processed for approval...

Time Approver Information | Time Reporter Information

NEAL JEFFREY Empl ID:001234567

Find | View All

*Effective: 02/21/2016 Sequence: 0

Date: Business Unit: UWSYS Working Title: IS SPECIALIST CONF

Department: Y601000 Time Reporter Status: Active

Coordinators View All | First < 1-3 of 3 > Last

Payroll Coordinator			
001234567	JENNIFER SMITH	+	-
001234567	KARA WEBBER ESTRADA	+	-
001234567	ZOUA WOODS	+	-

UW Approvers Personalize | Find | View All | First 1 of 1 Last

UW Approver		UW Approver Backup			
001234567	MICHAEL TWEEDT	001234567	BRADLEY HENNING	+	-

Non UW Approver:

Non UW Approver Backup:

Save Return to Search Notify Update/Display Include History Correct History

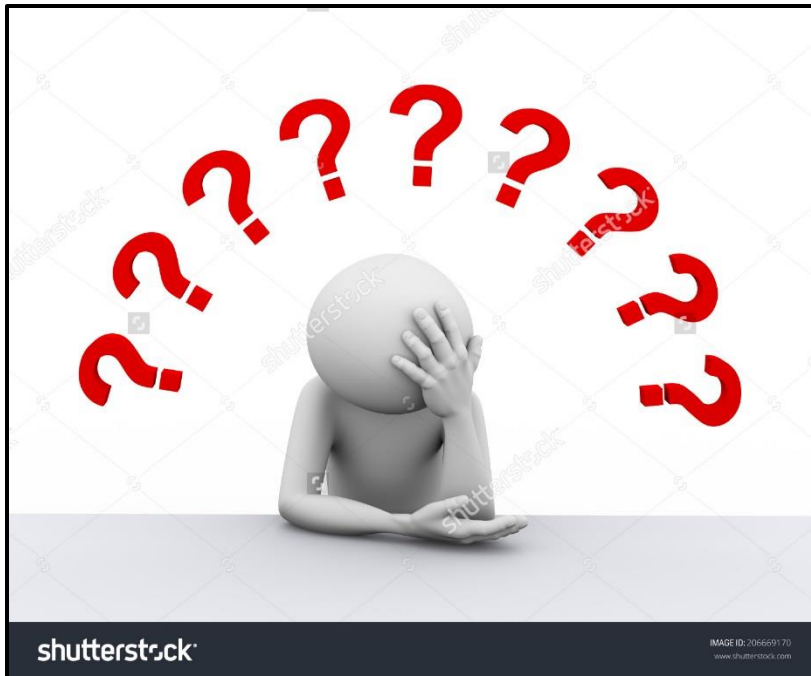
TL Security Page

Approving Payable Time in 9.2

Questions about...

- *Workflow*
- *Approving Payable Time*
- *Maintenance of your TL Security Pages*

...should be directed to your Affinity Group for assistance



shutterstock

IMAGE ID: 20669170
www.shutterstock.com

FLSA Update

- On Tuesday, November 22nd, the US District Court Judge in Texas issued a preliminary injunction postponing the effective date of the new FLSA overtime rule.
- The decision has been made to return the impacted FLSA population to their prior monthly exempt status.
- President Cross will be sending a communication to the Chancellors and more information will be available to share with you later today or tomorrow.

FLSA – HRS Updates

- **PLEASE HOLD OFF** on making any changes to HRS for FLSA Movement Population. Additional instructions will be communicated as they become available.
 - This includes, but not limited to:
 - FLSA Status on Position and/or Job
 - FLSA Payrate Changes
 - Changes to Deductions for the population moving to biweekly
 - We will run queries to help identify those who *may* need updating back to monthly
 - **Remember:** This population will have access to timesheets, NO HOURS should be entered into the 12A timesheet.

Questions



Helpful Hints for UW HR MISSING SSN WED Report

UW HR MISSING SSN

Medium

Employee has invalid or missing SSN

HR

If an employee will not fall off the WED Report, please remember if SSN field is marked with xxx-xx-xxxx the campus must add a new row and enter either the Individual Tax ID Number or a UW Reporting ID.

Biographical History Find | View All First 1 of 4 Last

*Effective Date: 05/01/2015

*Gender: Female

*Highest Education Level: A-Not Indicated

*Marital Status: Married As of: 10/25/2001

Language Code:

Alternate ID: UW114K810

Full-Time Student Employee

National ID Personalize | Find | View All First 1 of 2 Last

Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	XXX-XX-XXXX	<input checked="" type="checkbox"/>
USA	Individual Tax ID Number		<input type="checkbox"/>
	Social Security Number		<input type="checkbox"/>
	UW Medical Foundation		<input type="checkbox"/>
	UW Reporting ID		<input type="checkbox"/>

Save Return to Search Notify Previous tab Next tab Refresh Add Update/Display Include History Correct History

Each employee MUST have a Social Security Number row even if it is not the primary ID.

Helpful Hints for UW HR MISSING SSN WED Report

If the Individual TaxID Number or the UW Primary ID is not checked as PRIMARY ID, the employee will remain on this WED report. Do not delete or over-write the SSN row. See below:

Biographic Information

Date of Birth: 06/07/1960 31 56 Years 5 Months Date of Death: [] 31
Birth Country: USA United States
Birth State: []
Birth Location: [] Waive Data Protection:

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 05/01/2015 31
*Gender: Female
*Highest Education Level: A-Not Indicated
*Marital Status: Married As of: 10/25/2001 31
Language Code: []
Alternate ID: UW114K810
[] Student Employee

National ID Find | View All First 1 of 2 Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	XXX-XX-XXXX	<input checked="" type="checkbox"/>
USA	UW Reporting ID	000121210	<input type="checkbox"/>

No SSN-use
UW Reporting ID

Please refer to KB #33384 for additional information.

Questions



Biweekly Unpaid Time as Calendar Year End Nears

- The note below is in each of the daily “Action Needed: HRS Absence Management - Biweekly Unpaid Time” UWSC Communication emails you receive during calc week.
- This is a frequently asked question as we near calendar year end and employees are exhausting their leave balances.
 - **PLEASE NOTE:** *Employees may appear to have unpaid time if the employee's hours for the current period are not all entered/approved yet. The system is now using the actual hours processed for the current pay period to determine that period's accruals; once all the time is approved and processed, the accruals will be "whole" for that period. This will only impact employees nearing a zero balance for Vacation, so the impact should be minimal.*

Example:

- Employee is listed on the unpaid leave report for 11A. As per the results by calendar, they had a balance of 3.25 hours of vacation on 10/26/16, which was the last time vacation was used. The employee reported 3.25 hours of vacation on 11/3/16 and is showing paid for only 2.5 hours and is on the unpaid time for 0.75 hours.
- The reason that the 0.75 hours are going unpaid is because the employee's regular hours were not approved yet for 11A. Once these hours were approved and processed, the vacation balance was “earned”, balances were adjusted appropriately and then could be taken as vacation.

CYE – Important Dates

Important Calendar Year-End Payroll Dates - 2016-2017		as of November 18, 2016
Date	Event	
12/01/2016	Last on-cycle pay date in 2016 for monthly paid staff	
12/16/2016	Check Correction deadline to guarantee employees' original W-2s reflect the correct amounts	
12/22/2016	Last on-cycle pay date in 2016 for bi-weekly paid staff	
12/28/2016	NOON – Deadline for Missed Payroll submissions for inclusion on 2016 W-2s	
12/29/2016	Last off-cycle check date for 2016 (bi-weekly and monthly paid staff)	
12/30/2016	11:00AM! Deadline for Foreign National Personal Data Changes in Glacier (related to 1042-S 2016)	
01/06/2017	Final deadline for last minute Check Correction adjustments on an employee's W-2 (not guaranteed, based on volume)	
01/06/2017	Deadline for Taxable Fringe Adjustments for calendar year 2016	
01/06/2017	Deadline for Guaranteed Personal Data Changes (for ACA and W2 data)	
01/23/2017	Targeted date for finish printing W2s	
02/14/2017	Targeted print date for 2016 Fellowship/Scholarship Letters	
01/30/2017	Targeted date for employees to receive 2016 W-2s	
01/31/2017	IRS postmark deadline for employees 2016 W-2s	
02/23/2017	Targeted print date for 2016 1042-S forms - subject to change due to the HRS Upgrade	
03/01/2017	CYE posts to WISDM (approximately)	
03/10/2017	Targeted date for employees to receive 2016 1042-S forms (3/15/17 due)	

Institution Feedback

- UW-Parkside
- UW-River Falls
- UW System Administration
- UW-Stout
- UW-Superior
- UW Colleges
- UW-Extension
- UW-Green Bay

Calendar Review – December 2016

December 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1 [11M] Pay Date [11B] Final Calc [12M] Pay Period Begin [11B] Confirmation Deadline (Eve)	2	3
4	5	6	7	8 [11B] Pay Date	9	10 [12A] Pay Period End
11 [12B] Pay Period Begin [12A] 1st Batch Prelim Calc	12 [12A] 2nd Batch Prelim Calc	13 [12A] Payroll and Benefit Retro and Payline Load [12A] 3rd Batch Prelim Calc	14 [12A] 4th Batch Prelim Calc [12A] FICA Deadline	15 [12A] Final Calc [12A] Confirmation Deadline (Eve)	16 [12M] 1st Batch Prelim Calc	17
18 [12M] 2nd Batch Prelim Calc	19 [12M] 3rd Batch Prelim Calc	20 [12M] 4th Batch Prelim Calc [12M] Payroll and Benefit Retro and Payline Load	21 [12M] 5th Batch Prelim Calc [12M] FICA Deadline	22 [12A] Pay Date [12M] Final Calc [12M] Confirmation Deadline (Eve)	23 [12B] 1st Batch Prelim Calc	24 [12B] Pay Period End Christmas Eve
25 [1A] Pay Period Begin	26 [12B] 2nd Batch Prelim Calc Christmas Day (Observed)	27 [12B] Payroll and Benefit Retro and Payline Load [12B] 3rd Batch Prelim Calc	28 [12B] FICA Deadline [12B] 4th Batch Prelim Calc	29 [12B] Final Calc [12B] Confirmation Deadline (Mor)	30	31 [12M] Pay Period End New Year's Eve

Questions





Contact Us


Contact your Affinity Group via Telephone, Email, Web Forms our Chat



Visit our support page at <https://kb.wisc.edu/hrs/page.php?id=17960>

AG Support phone numbers

7:45 a.m. - 4:30 p.m.
5 days a week (Mon-Fri)

AG1: (888) 298-0141  (toll free) or
(608) 262-0600 

AG2: (888) 298-0151 (toll free) or
(608) 262-0419 

AG3: (888) 298-4159  (toll free) or
(608) 262-6093 

AG Support email addresses

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5 days a week (Mon-Fri)

AG1: ag1@uwsa.edu

AG2: ag2@uwsa.edu

AG3: ag3@uwsa.edu

LiveChat & Webforms

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5 days a week (Mon-Fri)

[Click here to chat with a support agent](#)

[Use our web form to submit an incident](#)

Support Request - Emails

- **Please include in the subject line of your email the following:**
 - EE Name – Employee ID/Empl Rcd – Description
 - *Example:*
*Email Subject: Buckingham B Badger – 01234567
Rcd 0 – Benefits Inquiry Description*